

Walter M. Steed  
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Meridian, Idaho 83646  
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March 10, 2023

Shauna Miller, Grants and Contracts Officer  
Idaho Transportation Department  
2600 Frontage RD  
Lewiston ID 83501

Re: PTAC Advisory Council  
District 3 Position

Dear Ms. Miller:

This letter is to address my qualifications for the open District 3 PTAC position.

My list of past and current volunteer positions may be found on the last page of my attached resume. A highlight is that I am currently Chair of both the Valley Regional Transit Regional Advisory Council and the City of Meridian Transportation Commission.

While in Moscow from 1989 until 2018 I worked with ITD District 2 as a city transportation commissioner, city council member and consultant on public works projects for north Idaho cities and utility districts. Although most of the ITD persons I worked with have now retired or passed away, they did include Board members Bruce Sweeney and Jan Vassar and employees Jim Carpenter and Ken Helm. The current ITD employee I work with through the Meridian Transportation Commission is Justin Price.

My application, conflict of interest statement, resume and references are attached. I would be happy to be interviewed or to be contacted at any time to provide more information.

Sincerely,



Walter M. Steed



## **Public Transportation Advisory Committee (PTAC) Application Form**

### **Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

### **Contact Information**

Full Name: WALTER M. STEED  
Street Address: 5341 W. TORANADA City/State/Zip: MERIDIAN, ID 83646  
Phone: 208-883-0123 Email: WMSTEED@AOL.COM

### **Organization Affiliation (if any):**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

### **District you are applying for:**

District 1 \_\_\_ District 2 \_\_\_ District 3 X District 4 \_\_\_ District 5 \_\_\_ District 6 \_\_\_



## Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

WALTER M STEED

Print Name

Walter M Steed

Signature

3/10/23

Date



5341 W. Torana Drive  
Meridian, Idaho 83646

Phone 208-883-0123  
E-mail WMSTEED@AOL.COM

# Walter M. Steed

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- Objective** To serve as District 3 representative on the Idaho Transportation Department Public Transportation Advisory Council
- Experience**
- 1989–Present Moscow, Idaho/Meridian, Idaho  
**Self-employed Consultant**
- Wrote and administered over 100 Community Development Block Grants for Idaho Cities, Counties and Utility Districts representing over \$150 million in infrastructure improvements.
- 1981–1989 Lewiston, Idaho  
**Self-employed Consultant**
- Wrote and administered \$10 million in HUD construction and remodel projects for Indian Tribal Housing Authorities.
- 1980–1981 Lewiston, Idaho  
**Craftwall, Inc.**
- Managed special projects for large housing construction company with multiple projects in three states.
- 1972–1980 Mississippi and Idaho  
**Medical Group Management**
- Managed successive medical groups ranging from five physician single specialty groups to 24 physician multi-specialty groups
- 1969–1972 Jackson, Mississippi  
**Doctors Hospital, Inc.**
- Managed business office and accounting for 124 bed, private, acute-care hospital.
- 1966–1969 Jackson, Mississippi  
**AllState Insurance Company**
- Supervised office workers in multi-state regional insurance policy servicing office
- Education**
- 1987 University of Idaho Moscow, Idaho
- MBA, Business Administration
- 1966 Mississippi State University Starkville, Mississippi
- B.S., Personnel Administration

**Other**

- Appointed to City of Meridian Transportation Commission in June 2020. Currently Chair for 3rd year
- Appointed to Valley Regional Transit Advisory Council in 2019. Currently Chair for 4th year
- Appointed to Board of Moscow Smart Transit in 2016
- Elected Moscow City Council Member 2008-2017 serving as President for two years
- Appointed to Moscow Transportation Commission in 1998 serving for nine years and as Chair for four years

**References**

- Robert Simison, Mayor  
City of Meridian, Idaho  
208/489-0529
- Elaine Clegg, CEO  
Valley Regional Transit  
208/258-2712
- Luke Caverner, Councilor  
City of Meridian  
208/695-4536